

**Alaska Workforce Investment Board
Executive Committee
Tuesday, October 14, 2008 – 10:00 a.m.
Teleconference: 1-888-354-0094, Conference ID#4461969
Meeting Minutes**

- **Call to Order** X Andy Baker, AWIB Chair; ___ Neal Foster, AWIB Vice Chair and PP/AE Chair/Legislative Chair; X Doug Ward, WR/EP Chair; ___ Todd Bergman and X M.J. Longley, Youth Council Co-Chairs

Call to Order by Doug Ward. Roll Call by Barbara Duval. Quorum at 10:13 a.m.

Guests in Attendance: Carol Collins, Policy and Program Specialist/ESD/DOLWD

Staff in Attendance: Barbara Duval, Project Coordinator/AWIB/DOLW; Bejean Page, Administrative Assistant/AWIB/DOLWD

- **Approval of Agenda**

Doug Ward, made a motion to approve the agenda, MJ Longley seconded. Vote taken, MOTION passed.

- **Approval of Minutes – September 9th & 25th**

Doug Ward made a motion to approve the minutes, MJ Longley seconded. Vote taken, MOTION passed.

- **Action Items**

1. None at this time.

- **Discussion Items**

1. Final Arrangements for October AWIB Meeting and Binders

All the arrangements for the meeting are being finalized, no concerns at this time.

2. Training Plan Template Update

Doug Ward talked with Fred Villa over the weekend about the template. Fred has been meeting with Jim Lynch who is test driving the template. He will be prepared to speak about the template at the October AWIB meeting in Fairbanks.

3. Resolution Process

Barb has put together the three documents that we need for the resolution process, they include, the narrative document, the flow chart and the matrix. The matrix will allow us to track the resolution to do see who is doing what and where it needs to go next. The

matrix is a working document that tracks the resolution from start to end. Doug would like to take a look at merging the three documents into one.



GOOD JOB BARB, FROM ANDY – Clapping hands ☺.

- **Reports**

1. Director – Greg Cashen – no report.
2. Chair – Andy Baker – no report.
3. Committees –

MJ Longley – Todd and MJ attended the retirement party for Dick Cattanach, former board member. The youth council is working on a questionnaire for members of the YC to respond to. Barb has that information compiled and will send out on the 20th when Todd gets back.

Doug Ward - In the WREP committee we are working on a questionnaire for one stops to determine the services that are going out and get a feel for how new workers and people looking for jobs are finding it, as well as how well it is working for employers. After we get our results we will send forward to the Exco and the board. We are making employability skills, soft skills a regular part of our agenda. We are working on describing the rights and responsibilities for guest members. For those that want to be regular and receive emails or in this last case we invited a person from Kluwock School District, the Superintendent. He has employability skills in his curriculum and would be able to work with the task force. Guests that want to be members will be put on our agenda and show them as guest participants on the committee. Andy asked if committee members were showing and Doug said yes, he has a very energetic committee. MJ asked if these guest members were similar to Ex-Officio that we used to have and Barb explained that they are guests. They can participate fully and are encouraged to do so but they have no voting rights. The committee is also working on their action tracker and keeping that up to date. Priority occupation information gathering was sent to Policy & Planning where the RACs are working on priority occupations. Doug said that Shelly Wright with Southeast Conference will be at the AWIB meeting in Fairbanks. MJ said that someone from Southcentral will also be there presenting.

- **Other Items:** Questions from AWIB Members



Doug wondered if anyone knows if there is a central location where they are compiling information about college and career fairs. Carol Collins said that she would find that information and get back to us.

- **Adjournment:** Meeting adjourned at 10:35, next Ex Co Meeting November 4th.

ACTION TRACKER

[illegible]